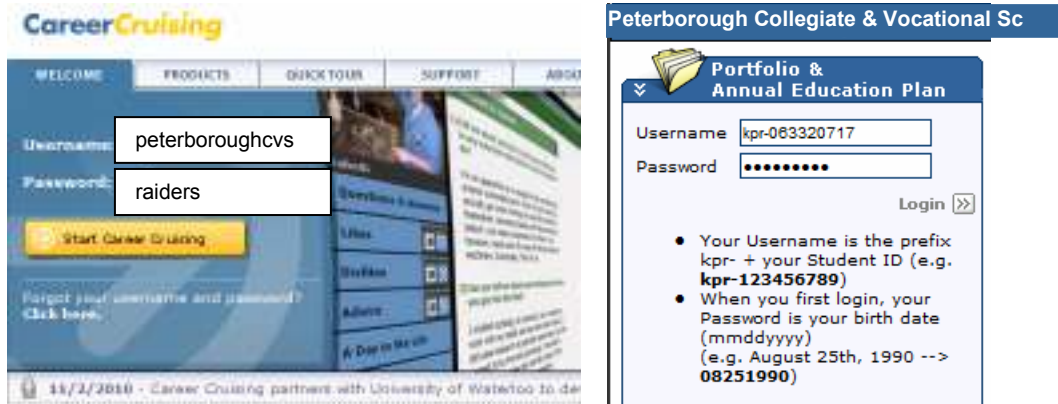
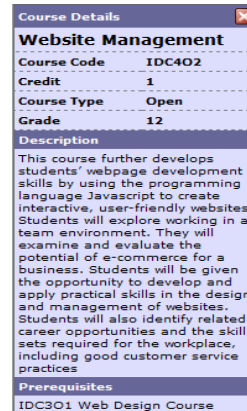
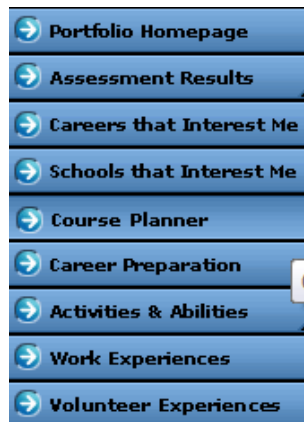


## PCVS Online Course Selections

- Go to [www.careercruising.com](http://www.careercruising.com). Use the login *peterboroughcvs* and the password *raiders*. On the main page, log into your personalized account with your specific login and password as follows:
  - Your username is the prefix kpr- and then your student number (immediately below your name on your timetable, NOT your O.E.N. #). Your password is your birthday (mmddyyyy).



- Upon logging in (first time only), you will be asked to change your password. Your password must be at least 6 characters **INCLUDING** 1 number.
- Your Portfolio Homepage will appear next. Choose **Course Planner** from the menu on the left.



- On the next page is an example of a course planner. Boxes highlighted in yellow indicate that they are compulsory credits; white boxes indicate elective courses.
- When you click on a current or previous course, a blue box on the left side will appear that includes the course description, course name, course code, credit type, grade and any required pre-requisites.

Course Planner		Diplomas & Certifications		Cluster Tracking		Not Returning	
Year 9	Year 10	Year 11	Year 12	Year 12+			
<b>English 9</b> ENG1D1 D 1 81	<b>English 10</b> ENG2D1 D 1 70	<b>English 11</b> ENG3U1 U 1 90	<b>English 12</b> ENG4U1 U 1	Elective (+)			
<b>Math 9</b> MFM1P1 P 1 87	<b>Math 10</b> MFM2P1 P 1 87	<b>Math 11</b> MBF3C1 C 1 90	<b>Website Manage...</b> IDC4O2 O 1	Elective (+)			
<b>Science 9</b> SNC1D1 D 1 89	<b>Science 10</b> SNC2D1 D 1 87	<b>Biology</b> SBI3U1 U 1 93	<b>Biology</b> SBI4U1 U 1	Elective (+)			
<b>Geography 9</b> CGC1D1 D 1 90	<b>History 10</b> CHC2D1 D 1 84	<b>Web Design Cou...</b> IDC3O1 O 1 91	<b>College and Ap...</b> MAP4C1 C 1	Elective (+)			
<b>Health &amp; Phys ...</b> PPL1OG O 1 91	<b>Career Studies...</b> GLC2O5 O 0.5 88	<b>Digital Photog...</b> IDC4O1 O 1 88	Credits: 4		Elective (+)		
<b>French</b> FSF1D1 D 1 82	<b>Civics 10</b> CHV2O5 O 0.5 90	<b>Technological ...</b> TEN3M1 M 1 88			Elective (+)		
<b>Music</b> AMI1O1 O 1 82	<b>Food and Nutri...</b> HFN2O1 O 1 91	<b>Technological ...</b> TEN4M1 M 1 85			Elective (+)		
<b>Exploring the ...</b> TTI1O1 O 1 90	<b>Introductory I...</b> LWIAD1 O 1 92	<b>Single Credit ...</b> ENG3UC CO 2 91			Elective (+)		
Credits: 8	<b>Computer Techn...</b> TEE2O1 O 1 85	Credits: 9			SUBMIT		
Credits: 8				Credits: 0			

- When selecting compulsory courses for next year, click on the (+) in the yellow course box and choose the appropriate level. Courses you have previously taken, will be highlighted in green, to assist with selecting levels.
  - Keep in mind the required prerequisites. If you choose a course that **is not** available to you, a red dot will appear on the main course planner page. If you hover over it, it will explain the error to you. Delete by clicking on the (-) and choose another level or course.
- For **choosing elective (white) courses**, click on the (+). Select a school discipline to browse through all of the departments and to see all of the course offerings in each department.
- After you have selected your compulsory courses (yellow) and your elective courses (white) you will be asked to make 2 **alternate** choices . These alternate choices will only be used if the computer can't schedule one of your electives.
- Pause over the course code to see a **description** for the course. **Blue dots** have an advisor note, indicating a course fee, an academic recommendation, or other pertinent notes.

Year 9	Year 10	Year 11	Year 12
<b>Information an...</b> BTT1O1 O 1 (+)	<b>Introduction to ...</b> BBI2O1 O 1 (+)	<b>Financial Accou...</b> BAF3M1 M 1 (+)	<b>Financial Accou...</b> BAT4M1 M 1 (+)
		<b>Accounting Ess...</b> BAI3E1 E 1 (+)	<b>Business Leade...</b> BOH4M1 M 1 (+)
		<b>Sports and Ent...</b> BMI3C1 C 1 (+)	<b>Information an...</b> BTX4C1 C 1 (+)
		<b>Information an...</b> BTA3O1 O 1 (+)	<b>Digital Photogr...</b> IDC4O1 O 1 (+)
		<b>Web Design Co...</b> IDC3O1 O 1 (+)	<b>Website Manag...</b> IDC4O2 O 1 (+)

10. If you wish to **view all courses available**, click on the blue book above your course planner in the upper right corner.
11. If you are not coming back for another year at PCVS, please choose the option of **“Not returning”** in the upper right corner, and then select a reason for not returning ( for example: Graduate/ College).

Not Returning

If you are going into “Grade 12+” (aka “the victory lap”) and you wish to attend semester 1 only please select ZSM 4OV from the Guidance and Career Education discipline, this will force the computer to schedule all your choices in semester 1 . ZSM 4OU will force all choices into semester 2 (very few students will select this).

11. If you are a graduating student, or a potential graduate, please click on the “requirement tracking” section, which is symbolized by the grad hat in the upper right corner. It will show you what you still need to graduate.



12. The “Diplomas & Certifications” section will show you how many credits you have, and what you still have left to earn. It also shows you how many community hours you have earned, along with the status of your literacy test.

» Course Planner		» Diplomas & Certifications		» Cluster Tracking	
<b>Ontario Secondary School Diploma</b>					
<b>Requirements</b> ( <a href="#">More Info ?</a> )		<b>Achieved</b>	<b>Planned</b>	<b>Required</b>	
<a href="#">English</a> (4 Credits)		3	1	0.00	
<a href="#">Mathematics</a> (3 Credits)		3	0	0.00	
<a href="#">Science</a> (2 Credits)		2	0	0.00	
<a href="#">History</a> (1 Credit)		1	0	0.00	
<a href="#">Geography</a> (1 Credit)		1	0	0.00	
<a href="#">Arts</a> (1 Credit)		1	0	0.00	
<a href="#">Health &amp; Physical Education</a> (1 Credit)		1	0	0.00	
<a href="#">French</a> (1 Credit)		1	0	0.00	
<a href="#">Career Studies</a> (0.5 Credits)		0.5	0	0.00	
<a href="#">Civics</a> (0.5 Credits)		0.5	0	0.00	
<a href="#">Group 1</a> (1 Credit)		1	0	0.00	
<a href="#">Group 2</a> (1 Credit)		1	0	0.00	
<a href="#">Group 3</a> (1 Credit)		1	0	0.00	
<a href="#">Electives</a> (12 Credits)		8	4	0.00	
<b>30.0/30.0 Credits</b>		<b>25.0</b>	<b>5.0</b>	<b>0.0</b>	
<b>Community Hours:</b> 47.5					
<b>Literacy Test Requirements:</b> Successfully Completed in English					
<b>Literacy Test status:</b> Eligible					
<b>Reading results:</b> S					
<b>Reading results date:</b> 20090402					
<b>Writing results:</b> S					
<b>Writing results date:</b> 20090402					

- 13. If you need help with this process, or with choosing courses, please see Mr. Cook in the Guidance office. Parent questions ??? 742 0425 x204.**
14. When you have chosen all of your courses, click on the submit button at the bottom of the column. Once you have clicked on submit you may not make any further selections or changes, you will have to see a Guidance Counsellor to do so. If you logout before submitting, the courses you have chosen will be saved, but not submitted.
15. Please print selections and return a signed (parent / guardian) copy to Guidance.
16. All selections should be submitted (and signed copies returned to your home room teacher or Guidance) by Wednesday February 16<sup>th</sup>. **Students who do not make their choices will have classes selected by Guidance.**